

SUMMONS – Small Claims
IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT
McHENRY COUNTY, ILLINOIS

Plaintiff(s)

vs.

Case Number _____

Defendant(s)

Amount Claimed \$ _____

SUMMONS

To each defendant: (Name(s) and Address(es) to be served)

YOU HAVE BEEN NAMED A DEFENDANT IN THE COMPLAINT IN THIS CASE, A COPY OF WHICH IS HERETO ATTACHED. YOU ARE SUMMONED and required to file your appearance, in the office of the McHenry County Circuit Clerk, Michael J. Sullivan Judicial Center, 2200 N. Seminary Avenue, Woodstock, Illinois, 60098, within 30 days after service of this summons, not counting the day of service. **IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.**

E-filing is now mandatory with limited exceptions. To e-file, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp> or talk with your local Circuit Clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in person or by mail. Ask your Circuit Clerk for more information or visit www.illinoislegalaid.org.

If you are unable to pay your court fees, you can apply for a fee waiver. For information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to www.illinoislegalaid.org. You can also ask your local Circuit Clerk's office (see www.mchenrycircuitclerk.org) for a fee waiver application.

To the officer:

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed. **This summons may not be served later than 30 days after its date.**

Name _____

Date _____ 20____

Attorney for _____

Clerk of the Circuit Court

Address _____

Date of Service _____ 20____

(To be inserted by office on copy left with defendant or other person)

City, State Zip _____

Phone _____

Email _____



Prepared by _____

Attorney for _____

AFFIDAVIT FOR SERVICE BY CERTIFIED MAIL

_____, being first duly sworn, on oath says that
the last known mailing address of _____
defendant above is _____,
and the last known mailing address of _____,
defendant above, is _____.

Signature

Subscribed and sworn to before me this _____ day of _____, A.D. 20_____

I certify that I served this Summons on the defendant _____, on
the _____ day of _____, A.D. 20____ in the
following manner:

(Signed) _____

FEES

Clerk's Fees _____ \$ _____

Other Fees _____ \$ _____

TOTAL _____ \$ _____

(Signed) _____